

STEP 1

OVERSEAS TRAVEL REQUEST PROCEDURES

(As of: November 25, 2008)

Agencies requesting to conduct training overseas using Homeland Security Grant Funds are required to follow this procedure:

- a. Contact your local training manager to confirm your agency/department has Homeland Security Grant funds to support attending this training event.
- b. 150 days prior to training your agency needs to submit to OHS training division on agency letterhead (see example) an official request to participate in training overseas. This letter needs to be signed by a senior management person. (City Mayor/Police Chief/Fire Chief/Senior Official). Attach to above request the following on separate cover: (see example)
 - Name/address/contact information of training provider.
 - Agenda of day to day activities. (Training Outline/Schedule)
 - Breakdown of cost per individual attending training to include Registration/Tuition, this may also include cost of meals, transportation, travel insurance, and round trip airfare.
 - Type of grant and year funding supporting this training event. For example: UASI 07 or SHSP 08.
 - Mail or Fax completed packet to:
Directorate of Homeland Security
Attn: Training Branch
9800 Goethe Road, Box 46
Sacramento, CA 95826
FAX (916) 324-5929
- c. Then please go to www.ohs.ca.gov/hseep/traininghome.html and submit a training request form to generate the federal tracking number your grant personnel will need to apply for reimbursement.
- d. Entire package will then be reviewed by OHS if complete, endorsed and forwarded to the Department of Homeland Security (DHS) Training Division for approval. (Overseas travel approval may take 30-60 days). Once approved your agency will be notified.

(AGENCY LETTER HEAD)

February 15, 2007

Brian Keith, Deputy Director
Critical Infrastructure Protection
California Office of Homeland Security
State Capitol
Sacramento, California 95826

STEP 2

Dear Mr. Keith:

This request is for your approval to utilize **Local Homeland Security Grant** funds for me and the following individuals to attend the (Name of Training Event/Conference). The conference is scheduled for (location and dates). **FY ____ (select funds to be used- UASI/SHSP/LETPP)** will be used to support this training event.

Chief William Right, Any Town County Sheriff's Department
Chief Bernard Left, Any City Police Department
Commander Michael Blue, Local Sheriff's Department
Captain Gregg Red Sox, Any Town Fire Department

Recent terrorist attacks carried out worldwide have shown that preventive measures implemented have not been sufficient. One common aspect of these attacks have been the terrorists' ability to be well integrated into society. This new phenomenon has been labeled as "home grown" terrorism. We consider the topic very significant and pertinent to the Any Town region.

In anticipation of your concurrence, Commander Michael Blue, Local TEWG, (agency) will be able to provide additional information should you have any questions. Commander Blue can be reached at (916) 555-1212.

Sincerely,

Dudley D. Right
SHERIFF

STEP 3

Cost breakdown for the (Trip Name/Location/Dates of Travel)

Attending this (event name) International Conference on "Homegrown" Terrorists will be four representatives from the Office of Homeland Security, two representatives from the Any Town USA Police Department and one representative from the Any Town Fire Department. The following is the individual cost breakdown.

Airfare: \$1,500.00
Hotels/lodging: \$ 348.00 - 5 nights – training or conference plus travel days.
Meals: \$ 360.00 - 6 days – training or conference plus travel days.
Tuition/Registration: \$ 4,000.00 - Cost to attend

\$ 6,208.00 per person

If you have any additional questions, please contact: (local point of contact/phone number and e-mail address).